

S-E-C-R-E-T

21 Apr 65

MEMORANDUM FOR : (Head of Each Career Service)

SUBJECT : Identification of Employees for Nomination as
Participants in the CIA Retirement and Disability System

1. At the time this memorandum is being written, we are near the final approval of proposed Headquarters Regulation 20-50, CIA Retirement and Disability System. As you perhaps know, the Director appointed a panel of attorneys to review the regulation before it was submitted to the Bureau of the Budget and the chairman and ranking minority members of the House and Senate Armed Services Committees for approval. All but one of these approvals has been obtained and the regulation should soon be authenticated by the Director.

2. In anticipation of the issuance of the regulation, the Director has designated the members of the CIA Retirement Board established by the regulation and these officers have met several times to review plans for initiation and administration of the System. The procedures described below have been reviewed by the Board and it has been agreed that the first step in implementing the System -- the identification of on-duty employees eligible for participation should be undertaken now.

3. The first group of employees to be screened are those who may have eligibility for immediate retirement if they otherwise qualify as participants. The attached computer listing covers those employees in your Career Service who will be age 50 or over as of 31 December 1965 and who, according to our records have 20-years or more of Federal service and 10-years or more of Agency service. The listing also shows the total years and months of overseas service with the Agency which has been entered in our computer records; this total includes overseas service on current tours of duty computed through 31 March 1965. A separate page is attached for each employee for whom overseas service has been recorded which shows detailed entries of completed TDY or PCS overseas service and the beginning date of current tours. Although the computer record has not been verified against other records, these data provide a base from which to start. In order to expedite the designation process, the Board has requested that in general your initial nominees be employees for whom all, or preponderantly all, qualifying service has been "overseas" service. This will facilitate prompt handling of the most probably eligible cases in contrast

S-E-C-R-E-T

to those which may depend on a more precise examination of non-overseas service which may be qualifying. However, this is not intended to preclude any Career Service Head from submitting exceptional or urgent cases of the latter nature to the Board for review and appropriate action.

4. It is recognized that many of the employees named in the attached listing will clearly not meet the service criteria for nomination as participants in the System. In order to simplify processing of these cases, it is requested that the names of such employees be "red-lined" or otherwise distinctively marked on the roster and that one copy of the roster so marked be returned to the CIA Retirement Staff in Room 6 E 29 as soon as possible. The roster should be transmitted by a memorandum signed by you, or your deputy acting in your behalf, stating that as a result of an appropriate review, it appears that those employees whose names have been redlined clearly do not meet the service criteria specified in HR 20-50 for designation as participants in the System. The CIA Retirement Staff will prepare a memorandum or dispatch, as appropriate, notifying each of these employees of the determination that he does not qualify for designation as a participant in the system and of his right to appeal such determination to the Director. These notices will be forwarded to the individual through the Head of his Career Service.

5. In those instances in which it is determined that an employee appears to meet the service criteria for designation as a participant in the System on the basis of qualifying service performed overseas, a Form 3100, Nomination and Designation of Participant, should be completed. Such forms, with supporting documentation where applicable, should be forwarded to the CIA Retirement Staff as soon as possible for appropriate processing. An ample supply of such forms will be provided to your Career Service in the near future.

6. If a nominee is near or has reached the mandatory retirement age of 65 for grade GS-18 or above, or age 60 for GS-17 or below, there should be attached to the Form 3100 a memorandum addressed to the Director of Personnel and signed by you which clearly outlines your intention to request or not to request an extension of his service beyond the mandatory retirement age if he should be designated a participant. As you know, extension of a participant's service beyond mandatory retirement age will require the approval of the Director of Central Intelligence.

~~S-E-C-R-E-T~~

7. An important requirement for participation in the System is the employee's acceptance of a written undertaking obligating him to serve anywhere and at any time according to the Agency's needs. A special Service Agreement has been developed for this purpose and approved by the Board. A supply will be forwarded to your staff as soon as available. However, an employee's previous Application for Membership in the Career Staff of the Central Intelligence Agency may be used in lieu of a newly executed Service Agreement in those cases where the nominee has over 15-years of Agency service, or is not available to sign such an Agreement, or, in your discretion, any other case. In the case of an employee stationed abroad for whom a new Service Agreement is required, you may delay obtaining the Service Agreement until such time as his designation as a participant in the System may have been recommended by the CIA Retirement Board. Your staff will receive prompt notification of such cases; pending receipt of the respective Service Agreements from overseas, such nominations will remain in suspense with the Executive Secretary of the CIA Retirement Board. Section C of Form 3100 should be appropriately marked to show the status of the Service Agreement.

8. A question which may arise in your screening of employees for participation in the new System is whether or not an employee who appears to be eligible may be designated if he has already attained eligibility for optional retirement under the Civil Service Retirement System. The Board has considered this question and concluded that such eligibility for Civil Service retirement should not be a bar to nomination to participate in the CIA system. However, there may be a few cases in which an employee would receive a higher annuity under the Civil Service System -- generally, these cases are those in which an individual has 37 years of creditable service for retirement. In such cases, it would not of course be to the advantage of the employee to retire under the CIA System. The CIA Retirement Staff will provide comparative annuity estimates upon request to determine which system offers the larger annuity.

9. Your assistance in implementing the first phase of this program by forwarding your nominations to the CIA Retirement Staff as they are completed would be greatly appreciated. Any questions that you may have in connection with this program should be referred to [REDACTED] Executive Secretary of the CIA Retirement Board, telephone extension 6001.

25X1A

Emmett D. Echols

Director of Personnel